



Borough of Spring Grove

Mayor Beverly R. Hilt

Borough Meeting Agenda Packet Borough Office – 1 Campus Avenue November 21, 2022, at 7:00 P.M.

Borough Council
Rebecca J. Stauffer, *President*
Peter A. Lombardi, *Vice-President*
Robert W. Whyland, *President Pro-Tempore*
Kristina N. Morton
Phillip M. Klocek
Kevin E. March
Darrell Ledford

Borough Manager
Zachary R. Gulden, MPA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments / Visitors
 - A. Tammy Miller, Windy Hill.
5. Meeting Items
 - A. Approval of Minutes: [October 17, 2022](#) & [October 24, 2022](#)
 - B. Treasurer's Reports – [September](#) & [October](#) 2022 & [Budget vs. Actual](#)
 - C. Administrative Business
 - 1) [President](#)
 - 2) [Mayor](#)
 - a) [Friendship Hose Company Report](#)
 - b) York County Regional Police Department Report
 - c) Spring Grove Ambulance Report
 - 3) [Solicitor](#)
 - 4) [Engineer's Report](#)
 - 5) [Zoning & Code Enforcement Reports](#)
 - 6) Recreation
 - a) [September](#) & [October](#) 2022 Minutes
 - b) [September](#) & [October](#) 2022 Financial Statements
 - 7) [Committee Reports](#)
 - D. New Business
 - 1) [Council to consider a proclamation recognizing Kennie's Markets for outstanding community support.](#)
 - 2) [Review of parking ordinance.](#)
 - 3) [Council to consider authorization to advertise budget for public inspection.](#)
 - 4) [Council to consider approval of holiday bonus for Borough staff.](#)
 - 5) [Council to consider approval of Resolution 11-2022. The Resolution will authorize the temporary creation of a Planning Commission Committee until the Planning Commission vacancies are filled.](#)
 - E. Old Business
 - 1) [Council to consider contract with Karla Schweitzer Farrell & Associates for professional services for Main Street's "Pocket Park" in the amount of \\$2,625.](#)
 - 2) [Council to consider dedication of parcel to the Borough by V. Rimel.](#)
 - 3) [Eagle Scout Response.](#)
 - F. [Correspondence and Other Business](#)
6. Adjournment

The next Council Meeting is scheduled on **December 19, 2022, at 7:00 P.M.**

A. Approval of Minutes

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
October 17, 2022**

The Spring Grove Borough Council met for Regular Session on October 17, 2022. President Rebecca Stauffer called the meeting to order at 6:01 PM.

BOROUGH COUNCIL PRESENT

Rebecca Stauffer
Peter Lombardi
Robert Whyland
Kristina Morton
Kevin March
Darrell Ledford

ALSO PRESENT:

Beverly Hilt, Mayor
Scott Miller, Director of Community Development
Becky Magnani, Adm. Asst/Recording Secretary
Peter Ruth, Solicitor
Collin Fox, Scientist, ARRO
Zachary Gulden, Candidate for Borough Manager
Kim Hackett, Former Borough Manager (present after 7:50)

BOROUGH COUNCIL ABSENT:

Phillip Klocek

Invocation and Pledge to the Flag

Visitors

Corporal Officer Curt Hempfing - YARPD
Tracy Haper, Non-resident, Spring Grove Historical Society
Matthew Coyne, Friendship Hose Fire Co.
Vaughn Rimel, non-resident, representing the Estate of Ken Eckerd Sr.
Brian Winemiller, resident
Kate King, SGRPRC

Public Comment

Kate King, Director of SGRPRC, presented the intergovernmental organization's budget proposal for the year 2023.

Mr. Vaughn Rimel of Hanover spoke to Council on behalf of the Estate of Ken Eckerd, Sr. regarding parcel 85-000-02-0299.A0-00000 on York Avenue. Mr. Rimel has offered to "gift" the property to the Borough. The Borough is in the process of conducting a title search on the property and gathering other information. The topic will be revisited at the meeting November 21, 2022.

Mr. Brian Winemiller of North Water Street spoke to Council about several concerns.

1. Excessive speed on N. Water St. – Council agreed that Public Works needs to move a speed radar sign to this location immediately.
2. The apartments on Constitution and Water St. have multiple overflowing trash cans and need a dumpster. Mr. Collin Fox will check to see if the property is required to recycle, and Scott Miller will investigate why the property does not have a dumpster.
3. There is limited parking on Water St. Mr. Winemiller suggested that each household be issued 2 parking permits for street parking. Non-residents are no longer a problem parking there, according to Mr. Winemiller.
4. Snow emergencies – Mr. Winemiller asked that cars be towed if they do not move off the street during a “snow emergency.”
5. Excessive dog excrement at the Met Ed overflow property.

President Stauffer asked Mr. Winemiller if he would be willing to serve on the Zoning Hearing Board. He said he would consider it.

Meeting Minutes

Minutes from the September 19, 2022, meeting was presented. Kristina Morton requested to amend the Correspondence section regarding the Halloween parade to state, “There will not be a Halloween parade this year. It will be considered again next year.” Darrell Ledford made a motion to approve the amended minutes, Pete Lombardi seconded the motion. There was no discussion, and the motion passed unanimously.

Treasurer’s Report

Expenses in September totaled \$459,787.11. No cash-flow report or budget vs. Actual report was completed or submitted by former Manager Kim Hackett, so Bob Whyland motioned to table the Treasurer’s Report until the November 21 meeting. Kristina Morton seconded the motion. There was no discussion, and the motion passed unanimously. September’s financials will be revisited at the November meeting.

Administrative Reports

President

An executive session was held 10/10/22 at 6:30 PM for purposes of discussing employee and personnel related matters. No action was taken.

Spring Grove Area School District’s homecoming parade on 10/6 and SGRPRC Pumpkin Trail on 10/14 were both exciting and well attended community events. President Stauffer praised the events, reported positive community feedback, and thanked those organizations, staff, and volunteers involved.

Mayor

Mayor Bev Hilt opened the floor for agency representatives to report. Matt Coyne presented the Friendship Hose Fire Company Report. Friendship Hose reported 14 calls in September with 4.4 personnel per call, 2 motor vehicle accidents with injuries, 1 brush fire, 1 med assist, 1MVA with no injuries, 1 MVA with entrapment, 1 gas leak, and 1 automatic fire alarm. 4 calls were in the Borough of Spring Grove. The new fire engine is in service. The old engine has been sold to Mount Wolf.

Police

Corporal Officer Curt Hempfing provided an activity report of September's police activity to Council.

Spring Grove Ambulance – Mayor Hilt reports that the agency is in a better financial state. There were 66 missed calls this month, and 2 were 911 call center errors. There were around 99 calls responded to.

Rail Trail Update

Mayor Hilt reports progress on the Rail Trail. A company has been hired to pick up the rails through Bair Station and work will begin shortly. Three grants were received for this project.

Engineering Report

Scientist Collin Fox provided updates on the following projects:

Main Street

- PennDOT has sent the Borough the final invoice for the Main Street Improvements for the amount of \$347,263.13. This is the amount that was expected, and ARRO recommends Council consider approval of payment for the received invoice.

MS4/Stormwater

- ARRO has submitted the MS4 Annual Report.
- MCM3 – Illicit Discharge Detection and Elimination: No illicit discharges were reported from the public.

Development Plan Reviews

- 530 Monocacy Trail: at this time, only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund)

North Loop Interceptor

- ARRO has received approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
- Per direction from Council, Wexcon was awarded the complete Phase I of the contract for the price of \$617,225.00. Notice to proceed has been issued to contractor to

commence on October 5, 2022, with associated preliminary scheduling and preconstruction meeting yet to be determined.

GIS

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- The Borough's current balance for Public Notification System SMS notifications is \$15.77 (started with \$100.00 initially in 2021). ARRO suggested we replenish the account sometime in Q3/Q4 of 2022. There are currently 247 registered users for the Public Notification System.
- ARRO backed up the Borough's rental property and code enforcement data bases (monthly; reoccurring).

Community Park - Phase 3

- The project is currently on hold while building permit comments are being addressed by Romtec. Testing is also being done for acceptance of excavated landfill materials to be transported off-site to a DEP approved landfill site.
- Water and sanitary sewer service laterals have been installed to new building location; building foundation excavation has been started.
- Change Order No.2 has been received by Shiloh Paving & Excavating for \$11,421.92. This change order is to load and haul trash laden spoils excavated from the site.
- ARRO has processed Change Order No.2 which covers the required removal and transport of landfill waste excavated from site to comply with PADEP Waste Management practices.
- Shiloh Paving & Excavating has completed site cleanup of landfill waste stockpiles from the project site. Work is currently on-hold until issues with Romtec building permit have been resolved.
- The Borough has received an invoice from Republic Services for the disposal of municipal waste, including soils from the park site. The invoice is in total \$19,371.70 with \$17,410.40 being for removal of the material from the site. ARRO recommends that Council consider approval of payment for the invoice.
- Contact has been initiated with PA DEP Waste Management to review design and to discuss any additional actions required to continue with construction activities. Currently, the PA DEP is indicating that the soil cap will need to be recertified at the completion of the project by submitting a Form 37 document. This is a one-page document that ARRO can complete and seal.

Code Enforcement

- ARRO has completed the process to upgrade the Spring Grove system to a Cloud based system to increase the ease of updates to the system and allow access from any computer.
- ARRO has completed the drafts for the electronic versions of the Zoning and Building applications to ease review.

- June 2022 – EXTERIOR CODE ENFORCEMENT
 - Initial Code Enforcement Inspections Performed – September 2022: 5
 - Code Enforcement Re-inspections performed – September 2022: 3
 - Properties Issued Code Violations – September 2022: 13
 - Quality of Life Tickets issued – September 2022: 0
- June 2022 RENTAL PROPERTY MANAGEMENT
 - Rental Property Registrations (2022) Submitted – As of September 2022: 97
 - Rental Property Annual Registration Fee Paid – As of September 2022: 78
 - Tenant Surveys Submitted- As of September 2022: 1

Solicitor

Solicitor Ruth had no updates on the Volunteer Service Tax Credit program. Matt Coyne, representing Friendship Hose Fire Department is very interested in the Council pursuing this tax credit program. Solicitor Ruth will collaborate with the Borough's volunteer service agencies and report back to Council with more information at the next meeting.

Zoning & Code Enforcement

Director of Community Development Scott Miller provided his monthly report in the Council packet. He reported that Dunkin' Donuts is operating.

The Sunoco property has a newly placed donation bin. Additionally, a storage unit at Hardee's has been on the property for over a year. Scott Miller will follow up on both issues.

The Predix Properties Tax appeal hearing, originally scheduled for October 12, is to be rescheduled for the beginning of November. The Borough should receive a notice of the rescheduled hearing and have a 30-day appeal period.

Recreation

August minutes, financial report, and proposed budget were presented to Council.

Committee Reports

The Personnel Committee finished interviews for Borough Manager position. The committee recommends hiring Zachary Gulden, MPA to fill the position.

New Business

- A. Council considered hiring Zachary Gulden, MPA as Spring Grove's Borough Manager with a start date effective October 26, 2022, and a salary of \$85,000. Pete Lombardi made a motion to approve, Bob Whyland seconded the motion; Motion passed.
- B. Pete Lombardi motioned to amend the agenda to include Council considering the authorization of a monthly insurance stipend of \$1250.00 per month, which shall be distributed bi-weekly to Borough Manager Zach Gulden if he opts out of the Borough's health, dental, and vision insurance coverage during his term of employment. Kevin March seconded the motion to add to the agenda. Motion passed and the item was added to the agenda.

- C. Pete Lombardi made a motion to authorize a monthly insurance stipend of \$1250.00 to be distributed biweekly to Borough Manager Zach Gulden during the duration of his employment if he opts out of the Borough's health, dental, and vision coverage. Kristina Morton seconded the motion. Motion passed.
- D. Council considered appointing Zachary Gulden, MPA as Spring Grove's Borough Secretary. Kristina Morton made a motion to approve, Darrell Ledford seconded the motion; Motion passed.
- E. Council considered appointing Zachary Gulden, MPA as Spring Grove Borough's Treasurer. Pete Lombardi made a motion to approve, Bob Whyland seconded the motion; Motion passed.
- F. Bob Whyland made a motion to amend agenda appointing Zach Gulden as Open Records Officer and Agency contact for FEMA (Resolutions 2022-8 and 2022-9). Darrell Ledford seconded the motion. There was no discussion; Motion passed, and the item is added to the agenda.
- G. Kristina Morton made a motion to appoint Zach Gulden as Open Records Officer and Agency contact for FEMA (Resolutions 2022-8 and 2022-9). Pete Lombardi provided a second. There was no discussion; Motion passed.
- H. Council considered approval of the 2023 SPCA contract. Pete Lombardi made a motion to approve the 2023 SPCA contract in the amount of \$1,116.52. Darrell seconded the motion. The motion passed.
- I. Council considered approval of SGRPRC 2023. Kristina Morton made a motion to approve the SGRPRC 2023 budget proposal; Pete Lombardi seconded the motion. There was no discussion and the motion passed.
- J. Council considered appointing the Borough Manager Zach Gulden as the Chief Administrative Officer for the PSAB Pension Plan effective October 26, 2022. Pete Lombardi made the motion; Darrell Ledford provided a second. There was no discussion, and the motion passed.
- K. Council considered increasing bond coverage on the Borough Manager. Bob Whyland made a motion to increase bond coverage on the Borough Manager to \$750,000. Kristina Morton seconded the motion. There was no discussion. Motion passed.
- L. Council considered approval of payment of \$347,263.13 to the PA Department of Transportation for the Main Street Improvement Project invoice dated 9/22/2022. Pete Lombardi made a motion to approve the payment. Darrell Ledford provided a second. There was no discussion. Motion passed.
- M. Council considered approval of payment of \$19,371.70 to Republic Services for disposal of soils from the Spring Grove Community Park and sludge from the waste water treatment plant. Pete Lombardi motioned to approve payment. Kristina Morton seconded the motion. There was no discussion. Motion passed.
- N. Council considered approval of a Retainer Contract with Klugh Animal Control Services Contract including the retainer fee of \$250. Pete Lombardi made a motion to approve the contract. Darrell Ledford provided a second. It was noted that Klugh Animal Control Services deals with enforcement and works under the state dog warden. Motion passed and the contract was approved.

Old Business

- A. Karla Schweitzer Farrell & Assocs. for Professional Services for Main Street “Pocket Park” contract was presented to Council. Scott Miller reported that in order to obtain grant money for the project, the Borough needs a designed plan. Pete Lombardi made a motion to table the contract. Kristina Morton seconded the motion to table. Motion to table passed.
- B. Eagle Scout Response to Bronson Ritenour – Becky Magnani will contact the Mr. Ritenour and give him Kate King’s contact information for project possibilities.
- C. Council’s consideration of parcel 85-000-02-0299.A0-00000 on York Avenue to the Borough by V. Rimel was addressed during public comment when Mr. Rimel was present. Topic will be revisited November 21.

Correspondence and other business

- A. *General Municipal Pension System State Aid*: The Borough received \$31,082.71 from the Commonwealth of PA for our General Municipal Pension System State Aid. We budgeted for a \$20,000 allocation. These funds bring our MMO to \$8,531.29 for the year 2022. Without this funding, our obligation would have been \$39,614.
- B. *Keystone Insurer’s Group*: We received our 2022 dividend check in the amount of \$6,316 from our Workers’ Compensation carrier.
- C. *Fulton Bank*: Debt service invoice received in the amount of \$379,156.45 to be paid on or before November 15, 2022.
- D. *Kennie’s Markets*: will attend November meeting for recognition of Smoke in the Grove sponsorship.
- E. *Trick or Treat*: October 31, 6-8 PM. Please turn on your porch light to participate.

Council took a recess at 7:40 PM. Council reconvened at 7:50 PM.

Review of 2023 Budget Proposal

Former Manager Kim Hackett was present after the recess to discuss the draft of the 2023 budget she began preparing. Council discussed the budget message and revenues sections of the budget draft. Many questions remain.

Pete Lombardi made a motion to adjourn the meeting. Kevin March seconded the motion to adjourn. Motion passed unanimously. The meeting adjourned at 9:37 PM.

The next meeting is scheduled October 24, 2022 at 6:00 pm at the Borough building.

Respectfully Submitted,

Rebecca Stauffer
Council President

**MINUTES OF SPRING GROVE BOROUGH
COUNCIL MEETING
October 24, 2022**

The Spring Grove Borough Council met for Regular Session on October 24th, 2022. President Rebecca Stauffer called the meeting to order at 6:00 pm.

BOROUGH COUNCIL PRESENT

Rebecca Stauffer
Robert Whyland
Peter Lombardi
Kevin March
Darrell Ledford

ALSO PRESENT:

Beverly Hilt, Mayor
Zach Gulden, Borough Manager

BOROUGH COUNCIL ABSENT:

Phillip Klocek
Kristina Morton

Invocation and Pledge to the Flag

Visitors

No visitors at this meeting

Public Comment

No public comments

Community Park - Phase 3

- ARRO requested to move the amount of \$10,101.51 from phase 2 of the project to phase 3
- Robert Whyland makes a motion to approve transfer of the budgeted funds as requested from Collin R. Fox 's email to Rebecca Stauffer October 24th.,2022. with a second made by Peter Lombardi. The motion carried unanimously.

Discussion of Proposed Budget

- Review revised budget
- Discussed each line item of proposed budget

Correspondence and other business

The council members went into Executive Session to discuss Personnel business and discussion at 6:43 pm.

The council returned from Executive Session at 6:49 pm. with no action needed.

The council Members went into Executive Session to discuss personnel matters and discussion at 8:15 pm.

The council returned from Executive Session at 8:44 pm. Robert Whyland made a motion to pay Becky Magnani, Administrative Service Manager, a \$500 Bonus in October for handling day to day Borough business professionally without a Borough Manager on Staff. Rebecca Stauffer provided a second. The motion carried unanimously.

Peter Lombardi made a motion to adjourn the meeting. Kevin March seconded the motion. The motion carried unanimously. The meeting adjourned at 8:45 PM.

The next advertised meeting is scheduled for November 21, 2022, at 6:00 pm at the borough building.

Respectfully Submitted,

Darrell Ledford
Borough Council Member

B. Treasurer's Report

September expenses totaling \$365,722.14 + \$63,000.00 New Salem sewer disbursement = \$428,722.14

Borough of Spring Grove Profit & Loss by Class September 2022

	General	Highway Aid	Refuse	Sewer	Stormwate...	Unclassified	TOTAL
Income							
301.100 · R/E Tax - Current Year	2,052.67	0.00	0.00	0.00	0.00	0.00	2,052.67
301.200 · R/E Tax - Prior Year	563.91	0.00	0.00	0.00	0.00	0.00	563.91
310.100 · Real Estate Transfer Tax	14,605.44	0.00	0.00	0.00	0.00	0.00	14,605.44
310.210 · EIT - Current Year	43,214.44	0.00	0.00	0.00	0.00	0.00	43,214.44
310.220 · EIT - Prior Year	-35.63	0.00	0.00	0.00	0.00	0.00	-35.63
310.230 · EIT - Delinquent & Prior	5.33	0.00	0.00	0.00	0.00	0.00	5.33
310.510 · Local Services Tax	14,310.72	0.00	0.00	0.00	0.00	0.00	14,310.72
331.100 · District Magistrate	597.27	0.00	0.00	0.00	0.00	0.00	597.27
331.110 · Fines - Clerk of Courts	205.37	0.00	0.00	0.00	0.00	0.00	205.37
331.120 · Ordinance Violation - Mayor	100.00	0.00	0.00	0.00	0.00	0.00	100.00
341.000 · Interest Earnings	1,426.62	87.40	0.00	0.00	0.00	0.00	1,514.02
342.100 · Rent of Land - Reliance	1,756.47	0.00	0.00	0.00	0.00	0.00	1,756.47
350.100 · JCJSA Operator	0.00	0.00	0.00	18,888.17	0.00	0.00	18,888.17
351.530 · American Rescue Plan Funding	114,345.16	0.00	0.00	0.00	0.00	0.00	114,345.16
355.080 · Alcoholic Beverage Tax	400.00	0.00	0.00	0.00	0.00	0.00	400.00
355.130 · Foreign Fire Insurance Premiu...	13,326.60	0.00	0.00	0.00	0.00	0.00	13,326.60
355.140 · Pension Allocation - Nonuniform	31,082.71	0.00	0.00	0.00	0.00	0.00	31,082.71
361.350 · Stormwater Retention Fees	0.00	0.00	0.00	0.00	3,597.50	0.00	3,597.50
362.410 · Building & Zoning Permit Fees	2,185.00	0.00	0.00	0.00	0.00	0.00	2,185.00
362.420 · Renovation & Demo Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
362.430 · L & I Permit Fees (\$4.50)	36.00	0.00	0.00	0.00	0.00	0.00	36.00
362.450 · Use & Occupancy Fees	240.00	0.00	0.00	0.00	0.00	0.00	240.00
362.480 · Street Cut - Permit/ Inspection	525.00	0.00	0.00	0.00	0.00	0.00	525.00
363.100 · Street, Sidewalk, Curb Repairs	125.00	0.00	0.00	0.00	0.00	0.00	125.00
363.300 · Street Light Locate Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00
363.510 · JCJSA Intermunicipal Fees	1,561.50	0.00	0.00	0.00	0.00	0.00	1,561.50
364.121 · Light Commercial Charges	0.00	0.00	0.00	26,899.93	0.00	0.00	26,899.93
364.123 · Residential Charges	0.00	0.00	0.00	101,979.98	0.00	0.00	101,979.98
364.125 · Industrial Charges	0.00	0.00	0.00	36,480.89	0.00	0.00	36,480.89
364.128 · Heavy Commercial Charges	0.00	0.00	0.00	64,868.27	0.00	0.00	64,868.27
364.130 · Jackson TWP - Sewer Charges	0.00	0.00	0.00	2,457.00	0.00	0.00	2,457.00
364.300 · Solid Waste - Collection Fee	0.00	0.00	52,144.60	0.00	0.00	0.00	52,144.60
364.900 · Connection Fee	0.00	0.00	0.00	60.00	0.00	0.00	60.00
364.902 · Tapping Fees	0.00	0.00	0.00	9,900.00	0.00	0.00	9,900.00
▶ 367.805 · Events - BBQ	3,263.42	0.00	0.00	0.00	0.00	0.00	3,263.42
367.806 · Events - Tree Lighting	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00
380.000 · Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
383.160 · Stormwater Assessment	0.00	0.00	0.00	0.00	20,772.24	0.00	20,772.24
Total Income	249,393.00	87.40	52,144.60	261,534.24	24,369.74	0.00	587,528.98

Borough of Spring Grove
Profit & Loss by Class
September 2022

	General	Highway Aid	Refuse	Sewer	Stormwate...	Unclassified	TOTAL
Expense							
402.420 · Dues & Subscriptions	145.00	0.00	0.00	0.00	0.00	0.00	145.00
402.460 · Meeting & Conferences	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403.100 · YATB - L ST & EIT Compensation	1,085.13	0.00	0.00	0.00	0.00	0.00	1,085.13
403.110 · Tax Collector - Compensation	4.50	0.00	0.00	0.00	0.00	0.00	4.50
404.130 · Legal Fees	2,964.50	0.00	0.00	647.50	585.00	0.00	4,197.00
405.120 · Salary - Manager	3,919.26	0.00	347.68	1,458.98	347.68	0.00	6,073.60
405.140 · Salary - Admin Assistant	2,709.81	0.00	178.24	802.08	0.00	0.00	3,690.13
405.210 · Office Supplies	23.98	0.00	0.00	0.00	0.00	0.00	23.98
405.220 · Office Operating Supplies	125.56	0.00	0.00	0.00	0.00	0.00	125.56
405.325 · Postage	0.00	0.00	100.00	100.00	200.00	0.00	400.00
405.341 · Advertisement	75.00	0.00	0.00	0.00	0.00	0.00	75.00
405.450 · Contracted Services	776.52	0.00	298.37	1,447.28	466.12	0.00	2,988.29
405.740 · Major Purchases	7,340.25	0.00	0.00	0.00	0.00	0.00	7,340.25
409.140 · Wages - General Govt Labor	5,166.00	0.00	0.00	0.00	264.05	0.00	5,430.05
409.230 · Heating Fuel Oil	1,539.00	0.00	0.00	0.00	0.00	0.00	1,539.00
409.250 · Maint & Repairs - Supplies	15.07	0.00	0.00	0.00	0.00	0.00	15.07
409.320 · Telephone	392.65	0.00	0.00	263.49	0.00	0.00	656.14
409.325 · Internet & Website	178.98	0.00	0.00	139.89	0.00	0.00	318.87
409.361 · Electricity	19.46	0.00	0.00	3,277.25	0.00	0.00	3,296.71
409.366 · Water Services	118.99	0.00	0.00	0.00	0.00	0.00	118.99
409.370 · Maintenance Service	236.40	0.00	0.00	0.00	0.00	0.00	236.40
409.450 · Alarm Monitoring	40.00	0.00	0.00	0.00	0.00	0.00	40.00
410.450 · Police Contract Service	97,134.50	0.00	0.00	0.00	0.00	0.00	97,134.50
411.363 · Fire Hydrant Service	1,691.80	0.00	0.00	0.00	0.00	0.00	1,691.80
411.540 · Appropriation - Fire Company	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
412.540 · Appropriation - Ambulance	6,250.00	0.00	0.00	0.00	0.00	0.00	6,250.00
427.450 · Trash & Recycling Contract	0.00	0.00	20,585.00	0.00	0.00	0.00	20,585.00
429.101 · JCJSA Shared Operator	0.00	0.00	0.00	7,609.43	0.00	0.00	7,609.43
429.140 · Labor	0.00	0.00	0.00	4,148.04	0.00	0.00	4,148.04
429.200 · Materials & Supplies	0.00	0.00	0.00	396.28	0.00	0.00	396.28
429.230 · Heating - Fuel Oil	0.00	0.00	0.00	1,940.40	0.00	0.00	1,940.40
429.366 · Water Rent	0.00	0.00	0.00	73.85	0.00	0.00	73.85
429.374 · Repair & Maint - Equip/Bldg	0.00	0.00	0.00	14,665.15	0.00	0.00	14,665.15
429.451 · Sludge Disposal	0.00	0.00	0.00	10,849.36	0.00	0.00	10,849.36
430.130 · Wages - Laborers	133.20	0.00	0.00	0.00	0.00	0.00	133.20
430.232 · Fuel - Diesel	41.29	0.00	0.00	0.00	0.00	0.00	41.29
430.245 · Material & Supplies - Highway	249.99	0.00	0.00	0.00	0.00	0.00	249.99
430.250 · Vehicle Repair & Maintenance	530.56	0.00	0.00	0.00	0.00	0.00	530.56
430.440 · Uniforms - Purchase	100.00	0.00	0.00	0.00	0.00	0.00	100.00
430.450 · GPS Contracted Services	80.95	0.00	0.00	0.00	0.00	0.00	80.95
433.200 · Signs - Material & Supply	190.00	52.25	0.00	0.00	0.00	0.00	242.25
433.300 · PA One Call Services	23.76	0.00	0.00	0.00	0.00	0.00	23.76
434.361 · Electric - Street Lights	0.00	3,315.35	0.00	0.00	0.00	0.00	3,315.35
452.200 · Special Events - BBQ	14,603.58	0.00	0.00	0.00	0.00	0.00	14,603.58
452.201 · Special Events - Tree Lighting	785.00	0.00	0.00	0.00	0.00	0.00	785.00
454.100 · Park Developmt-SG Boro Park	104,357.67	0.00	0.00	0.00	0.00	0.00	104,357.67
455.720 · Trees & Supplies	1,250.00	0.00	0.00	0.00	0.00	0.00	1,250.00
459.481 · Appropriation - SGRPRC	4,002.75	0.00	0.00	0.00	0.00	0.00	4,002.75
462.120 · Community Development Dire...	3,771.51	0.00	0.00	0.00	980.64	0.00	4,752.15

472.203 · 2018 G.O. Note - Interest	0.00	0.00	0.00	107.16	0.00	0.00	107.16
480.000 · Miscellaneous Expenditures	683.29	0.00 ▶	125.00 ◀	0.00	0.00	0.00	808.29
486.351 · Property Insurance	0.00	0.00	0.00	9,309.00	0.00	0.00	9,309.00
486.354 · Workers Comp Insurance	-3,158.00	0.00	0.00	-3,158.00	0.00	0.00	-6,316.00
487.156 · Hospital & Major Med Insurance	8,645.18	0.00	0.00	8,496.52	0.00	0.00	17,141.70
487.161 · Social Security Match	946.00	0.00	31.66	595.06	96.82	0.00	1,669.54
487.163 · Medicare Match	221.25	0.00	7.41	139.17	22.64	0.00	390.47
6560 · PAYROLL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>274,410.34</u>	<u>3,367.60</u>	<u>21,673.36</u>	<u>63,307.89</u>	<u>2,962.95</u>	<u>0.00</u>	<u>365,722.14</u>
Net Income	<u>-25,017.34</u>	<u>-3,280.20</u>	<u>30,471.24</u>	<u>198,226.35</u>	<u>21,406.79</u>	<u>0.00</u>	<u>221,806.84</u>

October expenses totaling \$132,247.01

**Borough of Spring Grove
Profit & Loss by Class
October 2022**

	General	Highway Aid	Refuse	Sewer	Stormwate...	TOTAL
Income						
364.121 · Light Commercial Charges	0.00	0.00	0.00	1,192.40	0.00	1,192.40
364.123 · Residential Charges	0.00	0.00	0.00	23,613.68	0.00	23,613.68
364.300 · Solid Waste - Collection Fee	0.00	0.00	6,710.97	0.00	0.00	6,710.97
383.160 · Stormwater Assessment	0.00	0.00	0.00	0.00	1,910.22	1,910.22
Total Income	0.00	0.00	6,710.97	24,806.08	1,910.22	33,427.27
Expense						
402.420 · Dues & Subscriptions	100.00	0.00	0.00	0.00	0.00	100.00
403.110 · Tax Collector - Compensation	6.75	0.00	0.00	0.00	0.00	6.75
405.120 · Salary - Manager	3,926.69	0.00	258.55	1,013.33	258.55	5,457.12
405.140 · Salary - Admin Assistant	2,495.36	0.00	178.24	891.20	0.00	3,564.80
405.210 · Office Supplies	195.00	0.00	0.00	21.07	0.00	216.07
405.220 · Office Operating Supplies	152.82	0.00	0.00	88.97	0.00	241.79
405.450 · Contracted Services	242.33	0.00	651.08	796.23	78.49	1,768.13
408.130 · Engineering Fees	4,157.31	0.00	0.00	2,397.63	1,942.25	8,497.19
409.140 · Wages - General Govt Labor	5,055.00	0.00	0.00	0.00	313.43	5,368.43
409.250 · Maint & Repairs - Supplies	211.92	0.00	0.00	0.00	0.00	211.92
409.325 · Internet & Website	164.89	0.00	0.00	129.89	0.00	294.78
409.361 · Electricity	409.63	0.00	0.00	0.00	0.00	409.63
409.370 · Maintenance Service	491.25	0.00	0.00	0.00	0.00	491.25
410.450 · Police Contract Service	33.75	0.00	0.00	0.00	0.00	33.75
411.500 · Fireman's Relief	13,326.60	0.00	0.00	0.00	0.00	13,326.60
413.450 · Contracted Service-Code Serv...	8,680.00	0.00	0.00	0.00	0.00	8,680.00
429.101 · JCJSA Shared Operator	0.00	0.00	0.00	5,732.50	0.00	5,732.50
429.140 · Labor	0.00	0.00	0.00	4,550.93	0.00	4,550.93
429.200 · Materials & Supplies	0.00	0.00	0.00	108.91	0.00	108.91
429.367 · Lab Services	0.00	0.00	0.00	1,132.00	0.00	1,132.00
429.374 · Repair & Maint - Equip/Bldg	0.00	0.00	0.00	1,697.39	0.00	1,697.39
429.451 · Sludge Disposal	0.00	0.00	0.00	5,089.31	0.00	5,089.31
430.130 · Wages - Laborers	316.36	0.00	0.00	0.00	0.00	316.36
430.245 · Material & Supplies - Highway	24.99	0.00	0.00	0.00	0.00	24.99
430.250 · Vehicle Repair & Maintenance	312.68	0.00	0.00	0.00	0.00	312.68
430.450 · GPS Contracted Services	80.95	0.00	0.00	0.00	0.00	80.95
433.200 · Signs - Material & Supply	389.00	0.00	0.00	0.00	0.00	389.00
433.300 · PA One Call Services	82.11	0.00	0.00	0.00	0.00	82.11
434.361 · Electric - Street Lights	0.00	123.86	0.00	0.00	0.00	123.86
434.372 · Street Light Repair	160.00	0.00	0.00	0.00	0.00	160.00
452.201 · Special Events - Tree Lighting	60.88	0.00	0.00	0.00	0.00	60.88
454.100 · Park Developmt-SG Boro Park	17,502.85	0.00	0.00	0.00	0.00	17,502.85
462.120 · Community Development Dire...	3,268.80	0.00	0.00	0.00	1,089.60	4,358.40
480.000 · Miscellaneous Expenditures	151.92	0.00	0.00	0.00	0.00	151.92
487.156 · Hospital & Major Med Insurance	85.28	0.00	0.00	0.00	0.00	85.28
487.160 · Employee Pension	39,614.00	0.00	0.00	0.00	0.00	39,614.00
487.161 · Social Security Match	905.43	0.00	26.28	591.78	101.06	1,624.55
487.163 · Medicare Match	211.76	0.00	6.14	138.39	23.64	379.93
6560 · PAYROLL EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
Total Expense	102,816.31	123.86	1,120.29	24,379.53	3,807.02	132,247.01
Net Income	-102,816.31	-123.86	5,590.68	426.55	-1,896.80	-98,819.74

Budget vs. Actual

Borough of Spring Grove
Budget vs. Actual - General Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
301.100 · R/E Tax - Current Year	715,359.99	710,000.00
301.200 · R/E Tax - Prior Year	9,864.13	12,000.00
301.400 · R/E Tax - Delinquent	1,762.11	5,000.00
310.100 · Real Estate Transfer Tax	78,992.27	20,000.00
310.210 · EIT - Current Year	144,585.23	170,000.00
310.220 · EIT - Prior Year	99,629.61	80,000.00
310.230 · EIT - Delinquent & Prior	2,457.79	1,200.00
310.510 · Local Services Tax	52,317.05	58,000.00
321.800 · Cable TV Franchise	13,905.67	8,000.00
331.100 · District Magistrate	4,627.75	6,100.00
331.110 · Fines - Clerk of Courts	1,096.00	3,200.00
331.111 · Vehicle Code - State Police	435.15	500.00
331.120 · Ordinance Violation - Mayor	1,900.00	3,000.00
331.121 · Quality of Life Violations	100.00	750.00
341.000 · Interest Earnings	4,311.45	300.00
342.100 · Rent of Land - Reliance	15,567.15	12,054.00
351.530 · American Rescue Plan Funding	114,705.55	43,985.00
354.090 · Keystone Communities	0.00	10,000.00
354.093 · DCNR Grant	62,000.00	77,500.00
354.097 · York County Community Foundatio	0.00	5,000.00
354.099 · Marcellus Shale Grant	25,000.00	
354.100 · CFA Grant	0.00	250,000.00
355.010 · Public Utility Refund	0.00	975.00
355.080 · Alcoholic Beverage Tax	600.00	600.00
355.130 · Foreign Fire Insurance Premium	13,326.60	10,300.00
355.140 · Pension Allocation - Nonuniform	31,082.71	20,000.00
357.030 · County Grant	0.00	25,000.00
358.413 · Codes Enforcement Officer	0.00	2,000.00
361.340 · Zoning Hearing Fees	0.00	1,500.00
362.402 · Rental Property Annual Fee	21,750.00	22,000.00
362.405 · Rental Property Inspections	0.00	100.00
362.410 · Building & Zoning Permit Fees	24,796.00	4,500.00
362.430 · L & I Permit Fees (\$4.50)	247.75	0.00

362.450 · Use & Occupancy Fees	1,700.00	500.00
362.480 · Street Cut - Permit/ Inspection	875.00	500.00
363.100 · Street, Sidewalk, Curb Repairs	434.25	250.00
363.300 · Street Light Locate Charges	500.00	75.00
363.500 · Intermunicipal Service Charges	23,118.50	20,000.00
363.510 · JCJSA Intermunicipal Fees	3,723.00	5,200.00
▶ 367.805 · Events - BBQ	135,714.46	85,000.00
367.806 · Events - Tree Lighting	3,500.00	5,000.00
380.000 · Miscellaneous Revenue	451.00	2,000.00
380.300 · Christmas Tree Contributions	0.00	1,500.00
394.100 · REFUNDS OF PRIOR YEAR EXPENSE	90.77	0.00
Total Income	1,610,526.94	1,683,589.00
▼ Expense		
400.110 · Salaries & Wages - Council	3,590.00	4,200.00
401.110 · Salaries & Wages - Mayor	600.00	720.00
402.311 · Accounting & Auditing	5,550.00	7,150.00
402.312 · Consultation Fees	2,000.00	0.00
402.350 · Insurance & Bond	165.00	500.00
402.420 · Dues & Subscriptions	2,554.00	1,500.00
402.460 · Meeting & Conferences	1,498.00	1,000.00
403.100 · YATB - LST & EIT Compensation	5,574.00	6,184.00
403.110 · Tax Collector - Compensation	1,896.75	2,100.00
403.210 · Tax Collector - Supplies	686.08	750.00
403.353 · Tax Collector - Bond	387.00	350.00
403.420 · Tax Collector - Dues/Membership	0.00	200.00
404.130 · Legal Fees	9,987.00	8,000.00
404.300 · Codification	1,195.00	3,000.00
405.120 · Salary - Manager	45,673.33	47,970.00
405.140 · Salary - Admin Assistant	29,144.56	32,445.00
405.141 · Salary - Office Assistant	0.00	2,000.00
405.142 · Staff bonuses	0.00	1,700.00
405.210 · Office Supplies	1,069.81	1,500.00
405.220 · Office Operating Supplies	1,097.85	1,000.00
405.260 · Office Small Tool & Minor Equip	172.35	1,500.00
405.325 · Postage	681.48	2,000.00
405.341 · Advertisement	1,598.00	1,500.00
405.342 · Printing	1,685.22	500.00
405.350 · Other Services & Charges	118.69	1,000.00
405.374 · Maint & Repairs - Equipment	0.00	500.00
405.450 · Contracted Services	8,469.56	7,000.00
405.740 · Major Purchases	12,368.70	0.00
408.130 · Engineering Fees	36,426.34	84,000.00
409.140 · Wages - General Govt Labor	74,563.29	74,364.00
409.220 · General Operating Supplies	662.46	500.00
409.230 · Heating Fuel Oil	1,539.00	2,000.00
409.250 · Maint & Repairs - Supplies	1,296.26	1,500.00
409.320 · Telephone	2,767.62	3,500.00
409.325 · Internet & Website	3,083.07	4,000.00
409.361 · Electricity	3,589.53	10,000.00
409.362 · Natural Gas Service	1,962.63	2,000.00
409.366 · Water Services	949.60	1,500.00
409.370 · Maintenance Service	6,237.54	9,300.00
409.374 · Maint & Repairs - Buildings	427.88	7,500.00
409.450 · Alarm Monitoring	40.00	1,000.00

410.210 · Parking Enforcement Supplies	20.99	0.00
410.450 · Police Contract Service	388,574.30	388,000.00
410.540 · York County Quick Response Team	0.00	300.00
411.363 · Fire Hydrant Service	15,226.20	20,304.00
411.500 · Fireman's Relief	13,326.60	11,900.00
411.540 · Appropriation - Fire Company	15,000.00	20,000.00
412.540 · Appropriation - Ambulance	18,750.00	25,000.00
413.450 · Contracted Service-Code Service	28,352.50	25,000.00
414.314 · Zoning - Legal Services	0.00	2,000.00
414.341 · Zoning - Advertisement	0.00	1,300.00
429.101 · JCJSA Shared Operator	244.01	0.00
430.130 · Wages - Laborers	1,248.76	9,180.00
430.231 · Vehicle Fuel	1,323.84	3,800.00
430.232 · Fuel - Diesel	814.94	2,300.00
430.245 · Material & Supplies - Highway	381.40	500.00
430.246 · Other Services Supply	0.00	5,000.00
430.250 · Vehicle Repair & Maintenance	5,160.97	8,000.00
430.260 · Small Tools - Minor Equipment	123.43	1,000.00
430.440 · Uniforms - Purchase	565.98	600.00
430.450 · GPS Contracted Services	809.50	1,000.00
432.200 · Snow - Materials & Supplies	6,063.35	7,500.00
433.200 · Signs - Material & Supply	6,152.74	2,000.00
433.300 · PA One Call Services	222.52	150.00
434.372 · Street Light Repair	830.00	0.00
435.372 · Sidewalk & Curb Repairs	540.00	0.00
439.250 · Streets - Repair & Maint Supply	102.00	0.00
439.450 · Streets - Contracted Services	351,469.37	312,000.00
452.200 · Special Events - BBQ	103,129.87	80,000.00
452.201 · Special Events - Tree Lighting	1,699.65	5,000.00
454.100 · Park Developmt-SG Boro Park	224,218.88	584,841.00
455.720 · Trees & Supplies	1,250.00	500.00
456.500 · Appropriation - Library	6,000.00	6,000.00
459.481 · Appropriation - SGRPRC	16,011.00	16,011.00
459.540 · Appropriation - York SPCA	1,116.52	1,117.00
459.542 · Windy Hill on the Campus	3,000.00	3,000.00
462.120 · Community Development Director	39,630.41	42,488.00
462.510 · Main Street Facade Program	0.00	10,000.00
471.201 · 2021 Bond Issue - Principal	0.00	70,685.00
472.201 · 2021 Bond Issue - Interest	3,979.98	7,961.00
480.000 · Miscellaneous Expenditures	5,788.90	5,000.00
486.351 · Property Insurance	3,362.07	18,323.00
486.353 · Error & Omission Insurance	4,478.00	4,143.00
486.354 · Workers Comp Insurance	9,006.25	11,000.00
487.156 · Hospital & Major Med Insurance	20,534.98	97,500.00
487.160 · Employee Pension	39,614.00	28,836.00
487.161 · Social Security Match	11,918.53	12,686.00
487.162 · Unemployment Comp Insurance	1,245.30	5,831.00
487.163 · Medicare Match	2,787.24	2,967.00
487.164 · Education & Training	491.78	2,000.00
492.300 · Fund Transfer - Capital Reserve	12,500.00	12,500.00
Total Expense	1,638,374.36	2,212,656.00
Net Income	-27,847.42	-529,067.00

Borough of Spring Grove
Budget vs. Actual - Sewer Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
350.100 · JCJSA Operator	62,564.65	77,500.00
354.096 · PA DCED	0.00	411,669.00
364.121 · Light Commercial Charges	90,873.72	95,000.00
364.123 · Residential Charges	424,251.88	780,000.00
364.125 · Industrial Charges	99,620.89	126,280.00
364.128 · Heavy Commercial Charges	217,154.46	225,000.00
364.130 · Jackson TWP - Sewer Charges	7,371.00	9,500.00
364.900 · Connection Fee	660.00	100.00
364.902 · Tapping Fees	152,060.00	16,500.00
364.907 · Sludge Treatment	10,152.00	4,000.00
380.000 · Miscellaneous Revenue	0.00	100.00
Total Income	1,064,708.60	1,745,649.00
Expense		
402.311 · Accounting & Auditing	5,550.00	6,900.00
402.420 · Dues & Subscriptions	440.00	450.00
402.460 · Meeting & Conferences	0.00	2,200.00
404.130 · Legal Fees	1,637.50	3,000.00
405.120 · Salary - Manager	15,764.99	18,450.00
405.140 · Salary - Admin Assistant	8,195.14	11,588.00
405.210 · Office Supplies	21.07	300.00
405.220 · Office Operating Supplies	193.48	300.00
405.325 · Postage	900.00	2,500.00
405.341 · Advertisement	606.00	1,000.00
405.342 · Printing	877.16	500.00
405.450 · Contracted Services	14,843.42	7,800.00
408.130 · Engineering Fees	38,218.38	76,500.00
409.140 · Wages - General Govt Labor	129.78	
409.320 · Telephone	2,824.30	4,200.00
409.325 · Internet & Website	966.26	1,500.00
409.361 · Electricity	39,855.98	53,000.00
429.101 · JCJSA Shared Operator	83,510.77	102,000.00
429.140 · Labor	52,207.51	55,328.00
429.200 · Materials & Supplies	3,766.33	5,000.00
429.225 · Chlorine & Chemical Supplies	46,141.50	36,000.00
429.230 · Heating - Fuel Oil	1,940.40	1,000.00
429.260 · Purchase of Small Equipment	190.95	7,000.00
429.366 · Water Rent	647.23	1,000.00
429.367 · Lab Services	10,894.00	20,000.00
429.374 · Repair & Maint - Equip/Bldg	153,930.40	518,000.00
429.425 · Permits & Fees	1,210.00	1,000.00
429.440 · Uniform Purchase	475.78	400.00
429.451 · Sludge Disposal	80,156.86	55,000.00
429.650 · Inflow & Infiltration	6,429.82	5,000.00
462.120 · Community Development Director	544.80	
471.201 · 2021 Bond Issue - Principal	0.00	238,995.00
471.203 · 2018 G.O. Note - Principal	51,000.00	51,000.00
472.201 · 2021 Bond Issue - Interest	59,985.00	119,970.00
472.203 · 2018 G.O. Note - Interest	1,805.32	2,127.00
480.000 · Miscellaneous Expenditures	139.00	500.00
486.351 · Property Insurance	13,949.12	15,183.00
486.354 · Workers Comp Insurance	4,942.75	7,250.00
487.156 · Hospital & Major Med Insurance	76,126.19	97,500.00
487.161 · Social Security Match	7,011.36	8,927.00
487.162 · Unemployment Comp Insurance	1,245.31	4,103.00
487.163 · Medicare Match	1,639.81	2,088.00
487.164 · Education & Training	2,168.39	750.00
492.300 · Fund Transfer - Capital Reserve	12,500.00	12,500.00
Total Expense	805,582.06	1,557,809.00
Net Income	259,126.54	187,840.00

Borough of Spring Grove
Budget vs. Actual - Capital Reserve Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
392.010 · Fund Transfer - General Fund	12,500.00	12,500.00
392.040 · Fund Transfer - Refuse Fund	1,000.00	1,000.00
392.050 · Fund Transfer - Stormwater Fund	2,500.00	2,500.00
392.080 · Fund Transfer - Sewer Fund	12,500.00	12,500.00
Total Income	28,500.00	28,500.00
Expense		
471.201 · 2021 Bond Issue - Principal	0.00	5,320.00
472.201 · 2021 Bond Issue - Interest	196.92	394.00
Total Expense	196.92	5,714.00
Net Income	<u>28,303.08</u>	<u>22,786.00</u>

Borough of Spring Grove
Budget vs. Actual - Highway Aid Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
341.000 · Interest Earnings	191.88	160.00
355.050 · Liquid Fuels Tax Refund	67,479.99	63,381.00
Total Income	67,671.87	63,541.00
Expense		
433.200 · Signs - Material & Supply	317.25	2,000.00
433.370 · Signal - Repair & Maintenance	399.01	2,000.00
434.361 · Electric - Street Lights	32,926.72	40,200.00
434.372 · Street Light Repair	0.00	2,000.00
Total Expense	33,642.98	46,200.00
Net Income	<u>34,028.89</u>	<u>17,341.00</u>

Borough of Spring Grove
Budget vs. Actual - Stormwater Fund
 January through December 2022

	Jan - Dec 22	Budget
Income		
361.350 · Stormwater Retention Fees	30,938.50	4,000.00
383.160 · Stormwater Assessment	76,406.85	101,000.00
Total Income	107,345.35	105,000.00
Expense		
402.311 · Accounting & Auditing	850.00	1,750.00
404.130 · Legal Fees	765.00	1,500.00
405.120 · Salary - Manager	3,403.84	3,690.00
405.210 · Office Supplies	0.00	200.00
405.325 · Postage	700.00	1,200.00
405.341 · Advertisement	0.00	500.00
405.342 · Printing	158.17	750.00
405.450 · Contracted Services	749.41	6,300.00
405.740 · Major Purchases	0.00	78.00
408.130 · Engineering Fees	26,071.50	47,000.00
409.140 · Wages - General Govt Labor	3,337.58	5,208.00
446.372 · Stormwater Management	1,741.86	20,000.00
446.425 · Permits and Fees	500.00	1,000.00
462.120 · Community Development Director	11,851.04	14,163.00
480.000 · Miscellaneous Expenditures	0.00	100.00
487.161 · Social Security Match	1,131.98	1,430.00
487.163 · Medicare Match	264.80	334.00
487.164 · Education & Training	0.00	1,764.00
492.300 · Fund Transfer - Capital Reserve	2,500.00	2,500.00
Total Expense	54,025.18	109,467.00
Net Income	<u>53,320.17</u>	<u>-4,467.00</u>

C. Administrative Business

1) President

2) Mayor

A. Friendship Hose Company Report

Friendship Hose Co#1.
73 S. Main Street
Spring Grove, Pa. 17362

Spring Grove Borough,

I am forwarding the November 2022 report from Friendship Hose Co #1 Membership Meeting.

Remember Fire Department Dinners and Bingo Thursday, Opening at 330 pm for dinners. Doors open for Bingo at 530 First game is at 645. And yes, we have room for more players. Please pass it along to your family, friends, and neighbors. The membership is utilizing the Bailey's disinfecting solution to spray after bingo and all other functions to assist with COVID.

Bell tower lighting J Miller Electric has quote for solar panel to place electric in the tower. He also has an alternative that he would like to discuss with Brent Auchey. After discussing the information will be brought to the membership.

The new engine is in service there will be training Sunday November 6th for all that are able to attend.

Kitchen our dinner specials have been doing very well, the fire department will be holding a pie sale November 22nd and 23rd. From 1100am to 500pm or until sold out. There will not be any pre orders.

The new bylaws have been approved will be signed and now are in affect.

We have been having problems with the back parking lot light we have a quote form J. Miller to replace the light and place a different light to light the bottom lot. The quote was 1380.00 it was passed unanimously to have the lighting repaired and replaced.

Elections were held for the year 2023. The following personnel have been voted into the following positions:

Administration Officers:

President – Brent Auchey

Financial Treasurer - Cathy Allen

Recording Secretary – Ryan Bankert

Trustee – Keith Kerchner

Vice President – Andrew Allen

Assistant Financial Treasurer – Jan Berwager

Trustee – Garrett Strouse

Trustee – Doug Sprinkle

Line Officers:

Chief 4 – Garrett Strouse
 Chief 4-2 – Brent Auchey
 Lieutenant 4-1 – Ryan Bankert
 Engineer – Doug Sprinkle

Chief 4-1 – Tim Bankert
 Captain 4 – Keith Kerchner
 Lieutenant 4-2 – Tom Abbott
 Assistant Engineer – Matt Coyne

Chief Report.

Our Department Responded to 13 calls for the month of October:

3 - Spring Grove Borough
 7 - Jackson Twp
 3 - North Codorus

October 2022 Reports attached.

Report of the treasury:

Beginning checking balance: 16,519.35

Receipts: 5,686.82

Expenses: 8,108.33

Ending Balance 14,097.84

Expenses:

Met ed – 1,055.00

Columbia Gas – 271.94

York water – 67.21

Trash – 240.83

Kitchen Supplies – 3,247.51

Operational – 1,153.33

Engine payment – 1847.51

Roof Repair 175.00

Apparatus repair 933.31

Total Expenses - 8,991.64

Primary Savings – 3,207.43

Primary Checking – 14,097.84

Apparatus Checking - 44,827.54

Apparatus Fund Savings 25.70

Small games Checking – 6,225.56

Small Games Savings – 20.45

Investments – 239,519.27

Grand Total – 307,923.79

We are always looking for new members Active Firefighters Active social members to assist with functions as well as administrative positions. Anyone interested please feel free to contact Brent L. Auchey/ President Po box 64 Spring Grove Pa. 17362 fhco1sta4@gmail.com 717476-4871, Donations are also always needed and appreciated. Donations may be sent to Friendship Hose Company #1 P O Box # 64 Spring Grove Pa. 17362

Respectfully submitted,
 Brent L. Auchey

B. York County Regional Police Department Report

C. Spring Grove Ambulance Report

3) Solicitor

4) Engineer's Report

Spring Grove Borough Council
Engineering Report – ARRO Consulting, Inc.
(October 2022 – For Presentation at the Regular November 2022 Borough Staff/Council Meeting)

Items in black are updates relative to previous monthly reports. Items in grey are reference information. Items for consideration by Council (action required) are in red.

Main Street Improvements:

- ARRO, the Borough, PennDOT and JVI had a meeting on August 1st regarding the pedestrian signal that is not working, the fence that is not connected on the retaining wall and the manhole lids.
 - PennDOT and JVI will be keeping the Borough informed on their progress to get the pedestrian signal operational. ARRO informed PennDOT and JVI that the push button on the east side of Main Street was not working.
 - JVI will work with the fence manufacturer to fix the fence on top of the retaining wall.
 - The Borough said they will take care of the manhole covers.
 - The Borough decided they would take care of backfilling around the fencing and the top of the retaining wall that was not completed by JVI per plans.
- The Borough will be looking into washing the concrete in the area of the car fire along Main Street and replacing the expansion joints.
- The Borough is working with Met Ed to get the existing street lights removed from the west side of Main Street.
- Some of the street light pole bases are being replaced after the Borough met with the subcontractor two weeks ago.
- PennDOT has completed an initial summary of funding and the final costs of the project.
- PennDOT is planning to close out the project soon.

Stormwater/MS4:

- MS4
 - Annual MS4 Report Submitted to PA DEP in September 2022.
 - ARRO has a meeting scheduled with SM to review 2022-2023 MS4 requirements and outline action items. Will schedule a January meeting to assess program progress and review completed action items.
 - ARRO is providing a draft stormwater ordinance document based on the Model 2022 Ordinance, as required by the PA DEP. Members of Borough Council, Borough Staff, and the public are welcome to review and comment on the proposed document.
 - ARRO Provided a memo to Borough staff (manager and community development director) outlining MS4 responsibilities for 2021-2022 reporting year.
 - One major change to this year's program is that the Borough will be responsible for completing Outfall Inspections and BMP inspections. ARRO had provided oversight on these tasks and will meet with Borough staff before and after inspections are to be conducted.
 - ARRO has provided information for Borough staff regarding a potential PA DEP in person inspection/audit of the Borough's MS4 permit. The Borough has not been notified by PA DEP, however many municipalities in the region have been audited since the summer. It is expected that PA DEP will continue to conduct audits at municipalities with MS4 permits. ARRO has provided Borough staff with information on how to prepare for an audit, what a typical audit consists of, and which properties the Borough should anticipate a site visit at by PA DEP.
 - MCM 1 – Public Education and Outreach
 - ARRO has reviewed the Municipal website to ensure MS4 educational material availability.

- ARRO has updated and delivered printed MS4 Educational materials to the municipal office.
 - ARRO will provide the Borough staff with stormwater related information for the public for the next quarterly newsletter.
 - ARRO developed an interactive map for the Borough's Stormwater page that will obtain credit for annual public education.
 - ARRO updated the Borough's public education and outreach plan for the 2021-2022 draft report.
 - ARRO has created documentation to assist the Borough in picking and working alongside potential stormwater partners.
- MCM 2 – Public Participation and Involvement
 - ARRO provided a brief presentation at the regular monthly meeting in April regarding the MS4 program and compliance.
 - ARRO and the Borough planned a stormwater update to be conducted at an April 2022 council meeting.
 - ARRO and the Borough discussed the feasibility of program credit for a public event in the Borough hosted by YCPC.
 - ARRO identified potential collaborative meetings in conjunction with the York County Stormwater Consortium.
- MCM 3 – Illicit Discharge Detection and Elimination
 - **No illicit discharges reported from the public.**
 - ARRO has reviewed the outfall mapping to ensure proper location and address information.
 - ARRO has scheduled additional inspections with Scott Miller on June 20th.
 - ARRO has drafted inspection reports based on the investigations performed by Scott Miller and Collin Fox of the BMPs and outfalls.
 - ARRO has performed outfall inspections with Scott Miller on May 20th.
 - ARRO has updated and reviewed the MS4 mapping documents.
- MCM 4 (Construction Stormwater)
- MCM 5 – Post-Construction Stormwater Management
 - ARRO has drafted inspection reports based on the investigations performed by Scott Miller and Collin Fox of the BMPs and outfalls.
 - ARRO has provided Scott Miller with language for the violation letter for the one BMP failed inspection.
 - ARRO and the Borough drafted letters to be sent to property owners with stormwater management facilities requesting annual maintenance records for 2022. Letters were sent to property owners. The Borough will compile submitted maintenance records and follow up with property owners that do not respond to the Borough's letters.
 - ARRO has reviewed the Borough of Spring Grove Stormwater Ordinance for compliance with 2022 requirements and is working to prepare the draft ordinance for review.
 - ARRO has performed BMP inspections with Scott Miller for May 20th.
 - ARRO to draft violation letter(s) to owners of non-compliant BMPs.
- MCM 6 – Good Housekeeping
 - ARRO updated the Borough's good housekeeping plan by adding standard operating procedures for the operation and maintenance of the stream restoration project (PRP).
 - ARRO evaluated the current state of the stream restoration project. Required maintenance will be documented and passed along to Borough staff for Spring 2022.
 - ARRO has updated the yearly Municipal Employee Training documentation and presentations.
- Hamlet Drive Stormwater
 - ARRO reviewed sketch plan and opinion of cost with the Borough and has prepared and submitted a revision for consideration by the Borough. Anticipated construction cost is approximately \$150,000.

- North Main Street Swale Improvement
 - The Borough Manager has been in contact with Kinsley regarding the swale at Spring Forge. Kinsley has been on site to determine short term needs and will be cleaning up the area and are also in the process of reviewing the plans ARRO sent over in terms of structural needs.
 - Discussion with Kinsley regarding collaboration between the Borough and Kinsley to improve the swale.
 - Funding would come from the York County Stormwater Consortium.
 - ARRO has prepared a preliminary plan and opinion of cost for the Borough's use in budgeting and discussion with York County and Kinsley regarding funding. The opinion of cost for construction is currently \$184,000 (includes an allowance for construction-phase engineering and observation).
- Development Reviews:
 - 530 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 310 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 571 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 532 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 305 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 302 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 309 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 569 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 567 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 568 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 218 Hauer Terrace:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 552 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 528 Monocacy Trail:
 - At this time one technical comment and administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
 - 573 Monocacy Trail:

- At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 530 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 527 Monocacy Trail:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).
- 320 Greenwood Road:
 - At this time only administrative comments remain (i.e. record O&M agreement, pay stormwater facilities fee, pay stormwater maintenance fund).

Glenview Road and SR 116:

- ARRO continues to work with the Borough on looking for funding for this project.
- Sketch Plan submitted on January 28, 2021.
- PennDOT has agreed with the Traffic Study that was submitted and has asked that the Design Package be submitted.
- The Traffic Impact Study has been submitted to PennDOT as a warrant submission. The results of the study indicate a northbound left turn lane and a right turn lane are warranted and a southbound right turn lane is warranted. We are also recommending a southbound left turn lane be constructed so the northbound and southbound lanes mirror each other.

Sanitary Sewer Systems:

- North Loop Interceptor
 - ARRO is working with the Borough and Borough Solicitor to secure construction easements for the project.
 - The DEP Water Quality Management Permit for construction of the interceptor has been issued.
 - ARRO has received approval from the York County Conservation District for the erosion and sediment control and construction-phase stormwater work.
 - The bidding documents were advertised on July 18th, 2022. Bidding is being managed on PennBid and will be opened on August 19th. Pre-Bid meeting was held at the Borough office on August 3rd.
 - Bids were opened on August 19th. Four bids have been received.
 - The lowest qualified bidder was Wexcon, Inc. for the initial contract price of \$617,225.00. Two award recommendation letters have been provided to Spring Grove Borough.
 - The first is for the entirety of the Phase I of the project for the initial contract price of \$617,225.00.
 - The second is to improve a section of Phase I consisting of the section between MH-90 and MH-83 for the initial contract price of \$407,170.00.
 - ARRO is recommending that Borough Council award the lowest qualified bidder the contract for one of the two presented options.
 - ARRO has received the executed contract agreement from the Borough and Notice to Proceed has been provided to the contractor. Contract start date is set for October 5th, 2022.
 - ARRO is providing Construction Management for this project, including a pre-construction meeting held on November 1st, 2022. Meeting included review contract requirements, along with York County Conservation District requirements. Contractor has not provided a mobilization date for construction activities at this time.
 - The improvements will include approximately 2,600 LF of new 12-inch sewer main, as well as 17 manholes from the existing manhole, MH-93 south of Spring Valley Drive, to MH-72 between York Avenue and the Borough Park. These improvements will provide an increase in conveyance capacity of 63% to at least 1.25 MGD of flow from the North Loop collection

- system. Depending on the bids received, the scope of work for this first phase of construction may be limited.
- Design drawings are effectively complete and ARRO has met with Borough staff to review and discuss the need for construction easements.
 - ARRO has submitted the Water Quality Management permit application package for PA DEP, which is required for construction of sewer interceptors.
 - ARRO has submitted the application for the NPDES permit for erosion and soil control during construction.
 - The total anticipated project cost is \$484,318; Borough was awarded a grant in the amount of \$411,669.
 - The improvements will include approximately 2,600 LF of new 12-inch sewer main, as well as 17 manholes from the existing manhole, MH-93 south of Spring Valley Drive, to MH-72 between York Avenue and the Borough Park. These improvements will provide an increase in conveyance capacity of 63% to at least 1.25 MGD of flow from the North Loop collection system.
- WWTP Supernatant Holding Tank:
 - ARRO submitted an updated preliminary design plan and opinion of cost for construction (\$180,000; includes allowance for construction-phase engineering).
 - Awaiting additional direction from the Borough including need for proposal for final engineering services. ARRO will identify any potential funding sources as they arise.
 - WWTP Operations:
 - ARRO continues to provide operations consulting assistance to the WWTP operator.

GIS:

- ARRO continues to provide as-needed GIS support to Borough office staff and public works/maintenance staff.
- 248 Registered Users to date for Public Notification System.
 - Approximately \$6,000.00 saved since switching from Nixel based system to the Borough's current system.
 - The Borough's current balance for SMS notifications is \$96.49.
- ARRO meeting with Borough Manager and staff on 7/18 to plan action items for the remainder of 2022.
 - Anticipated items to discuss:
 - Moving document production for code enforcement and rental ordinance management from a software solution to a cloud-based solution.
 - Updating the Borough's rental ordinance workflows and registration/inspection forms.
 - Producing an automated backup program in the Borough's Microsoft online account. This program will backup all of the Borough's utility data that is stored in GIS format, as well as all of the data related to codes enforcement, rentals, and the public notification system.
- ARRO coordinated with YCPC regarding the County's live parcel layer in GIS. Earlier in 2022 ARRO imported the County's live parcel layer into the Borough's GIS system. This will reduce time spent by ARRO by negating the need to manually update the County's parcel data, previously done on a quarterly basis. The County has experienced issues migrating their data to a new cloud platform resulting in routine interruptions to the live parcel layer being utilized by the Borough. The County is hopeful this issue will be resolved in the near future and ARRO has downloaded a Q2 2022 physical layer as a backup.
- ARRO updated/corrected rental registrations that were incorrectly entered into the program.

- ARRO provided a training session for Scott Miller on how to use the Rental Property Management Dashboard to identify properties to be inspected, dates of inspections, and where the program displays addresses of properties that submitted registrations for 2021 but not for the year 2022.
- ARRO updated the failed rental property inspection report and letter format as requested by code enforcement staff.
- ARRO backed up the Borough's rental property and code enforcement databases (monthly; reoccurring)
- Borough Staff (i.e. Scott Miller) are now using the notification system effectively on their own.

Community Park – Phase 3:

- The project is currently on-hold while building permit comments are being addressed by Romtec. Testing is also being done for acceptance of excavated landfill materials to be transported off-site to a DEP approved landfill site.
- Commonwealth is currently reviewing the latest Romtec plan revisions. Once Building Permit has been issued, an updated schedule with the contractor to re-mobilize/continue work will be determined.
- Water and Sanitary sewer service laterals have been installed to new building location, while building foundation excavation has been started.
- Pay Application No.1 has been received by Shiloh Paving & Excavating for \$76,123.26. The Application has been reviewed and recommendation for payment has been provided for the amount submitted.
- Change Order No. 2 has been received by Shiloh Paving & Excavating for \$11,431.92. This change order is to load and haul trash laden spoils excavated from the site.
- ARRO is recommending acceptance of Change Order No.2 which will allow the contractor to handle removal and transport of landfill waste excavated from site in an effort to comply with PA DEP Waste Management practices.
- Shiloh Paving & Excavating has completed the removal of landfill waste soil stockpiles from the project site and has hauled materials to an approved dump site.
- ARRO has facilitated discussions with PA DEP Waste Management to obtain any required actions needed to continue construction activities for project. PA DEP requests that excavations where soil cap to landfill has been removed, that it's 2-ft. soil cap be reinstated during restorations.
- ARRO has made modifications to the stormwater management facilities to help limit exposure to landfill waste and additional work to haul off-site.
- ARRO is providing Construction Management for this project, including a pre-construction meeting held on July 20th, along with review of RFI's and shop submittals from the contractor. Work started on schedule on August 1st.
- ARRO has received the executed contract agreement from the Borough and a Notice to Proceed has been provided to the Contractor. Contract start date is set for August 1st, 2022.
- The project was advertised on PennBid the week of March 7th. A pre-bid meeting is scheduled for March 31st with a bid opening on April 11.
- Two bids received: Shiloh Paving & Excavating (\$496,060.00) and Kinsley Construction (\$577,981.00)
- Current funding totals approximately \$468,000.
- Project consists of a Concession/Restroom building, a Toddler Playground, Concrete Common Area, and Bituminous Path.

Code Enforcement:

- ARRO has finished the process to upgrade the Spring Grove system to a Cloud based system to increase the ease of updates to the system and allow access from any computer.

- ARRO has received requests from the Borough to update the electronic versions of the Zoning and Building applications to ease review.
- Scott Miller, with assistance on high volume days from ARRO, has completed 91 rental inspections in the month of May.
- Scott Miller, with assistance from ARRO, is working to remove rental properties from the program in cases where they are no longer rental properties (i.e., properties being sold to tenants)
- On February 28th, Andrew Shaffer trained Scott Miller and Collin Fox on the process of rental inspections. During the training, 31 rental property inspections were completed. Scott Miller will be completing the majority of the rental inspections, with Collin Fox being available by phone for technical support or in person support.
- The Borough has set the 31st of January as the due date for rental registrations. Most landlords have submitted the required fees and forms by the due date.
- ARRO has sent reminder emails to Landlords/property managers that are unregistered and continues to maintain the lists of unregistered landlords.
- Scott Miller and ARRO continue to contact landlords that have not submitted 2022 Rental Housing Registrations to the Borough as of March 1, 2022.
- ARRO has planned 2022 rental property inspections with the Borough and will be assisting the Borough with completing these inspections.
- **June 2022 - EXTERIOR CODE ENFORCEMENT**
 - Initial Code Enforcement Inspections Performed - August 2022: 7
 - Code Enforcement Re-Inspections Performed - August 2022: 0
 - Properties Issued Code Violations - August 2022: 7
 - Quality of Life Tickets Issued - August 2022: 2
- **June 2022 - RENTAL PROPERTY MANAGEMENT**
 - Rental Property Registrations (2022) Submitted - As of August 2022: 97
 - Rental Property Annual Registration Fee Paid - As of August 2022: 78
 - Tenant Surveys Submitted - As of August 2022: 1

5) Zoning & Code Enforcement Reports

Monthly Permit Report

10/1/2022 To 10/31/2022

Scott Miller

Zoning Officer, BCO

<u>Date Issued</u>	<u>Owner Name</u>	<u>Property Address</u>	<u>Project Description</u>	<u>Estimated Cost</u>
10/18/2022	Spring Forge Development	562 Monocacy Trail	Construction of Two Story Single Family Dwelling 2750ft2	\$ 200,000.00
10/18/2022	Spring Forge Development	530 Monocacy Trail	Construction of Two Story Single Family Dwelling 6042 ft2	\$ 425,000.00
10/18/2022	Michael Shue	318 Greenwood	Install fence and shed in backyard	\$ 22,000.00
10/19/2022	Claudia Sullivan	25 S East Street	Replace deck, replace patio, replace sidewalk	\$ 2,500.00
10/19/2022	York County Libraries	101 Glenwood Rd	Install Pavilion in Lawn	\$ 12,000.00
10/20/2022	Steve Mummert	98 W Highland	Sidewalk Ramp	\$ 6,500.00

Monthly Code Enforcement Report

10/1/2022 To 10/31/2022

Scott Miller

Code Enforcement Officer

<u>Defendant/ Violator</u>	<u>Inspection Type</u>	<u>Address</u>	<u>Activity</u>	<u>Date</u>	<u>Letter Sent</u>	<u>Ticket Issued</u>	<u>Compliance Due</u>
Initial Inspections							
	Public Complaint	212 SENECA WAY, SPRING GROVE PA 17362	-Post Office is reporting that there is not address posted on the front of the premises. Please see enclosed ordinance 304.3. Please put address on front of house preferable near the front door per the post office. Borough Code 304.3	10/19/2022		No	
	Public Complaint	87 S WATER ST, SPRING GROVE PA 17362	-Domestic pet running at large upon public streets or highways or upon public property not owned by domestic pet owner (168.2) - Domestic pet owner allowing the pet to defecate upon any street, sidewalk, park, public space, or private property of another and not immediately cleaning it up (168.5)	10/24/2022		No	
Owner / Occupant	Public Complaint	160 HIGHLAND AVE, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	10/24/2022	Yes	No	11/22/2022

Property Owner	Public Complaint	54 S WATER ST, SPRING GROVE PA 17362	-Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4) -Property Maintenance Violation (288)	10/28/2022	Yes	Yes	11/7/2022
Property Owner	Public Complaint	109 W HOKE ST, SPRING GROVE PA 17362	-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	10/28/2022	Yes	No	11/26/2022
Property Owner	Public Complaint	47 S EAST ST, SPRING GROVE PA 17362	-Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)	10/31/2022	Yes	No	11/7/2022
Property Owner	Public Complaint	76 S WATER ST, SPRING GROVE PA 17362	-Property Maintenance Violation (288)	10/31/2022	Yes	Yes	11/29/2022

OCTOBER 2022 - EXTERIOR CODE ENFORCEMENT

Initial Code Enforcement Inspections Performed - October 2022: 7

Code Enforcement Re-Inspections Performed - October 2022: 0

Properties Issued Code Violations - October 2022: 7

Quality of Life Tickets Issued - October 2022: 2

OCTOBER 2022 - RENTAL PROPERTY MANAGEMENT

Rental Property Registrations (2022) Submitted - As of October 2022: 97

Rental Property Annual Registration Fee Paid - As of October 2022: 78

Tenant Surveys Submitted - As of October 2022: 1

Monthly Violation Summary

10/1/2022 To 10/31/2022

Violations	# of Violations
Exterior Structure	
Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)	2
Premises are not graded and maintained to prevent soil erosion and accumulation of stagnant water (302.2)	0
Sidewalks, driveways, stairs, etc. are in bad condition and are not free from hazardous conditions (302.3)	0
Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)	2
Structures and exterior property are not free from rodent harborage (302.5)	0
Exhaust vents discharge directly upon adjacent properties (302.6)	0
Accessory structures are not structurally sound and are not in good repair (302.7)	0
Unoperated or unlicensed motor vehicles are stored on premises; One or more vehicles in a state of major disrepair or disassembly without permit (302.8)	0
Markings, carvings, or graffiti present on exterior property (302.9)	0
Swimming pools are not clean and are in bad condition if applicable (303.1)	0

Pools, hot tubs and spas containing water deeper than 24 inches are not secured by proper enclosure if applicable (303.2)	0
Exterior wood surfaces, masonry, siding, paint, metal surfaces, etc. are not free from deterioration and maintained weather resistance (304.2)	0
Improper front and rear premises identification if applicable (304.3)	0
Exterior structural members are the incorrect height, incapable of supporting loads, and in bad condition (304.4)	0
Foundation walls are not maintained plumb and have cracks (304.5)	0
Exterior structure is not structurally sound and not maintained weatherproof (304.6)	0
Roof, drains, gutters, and downspouts are in bad condition (304.7)	0
Decorative features are in bad condition with improper anchorage and in an unsafe condition (304.8)	0
Overhang extensions are in disrepair and improperly anchored (304.9)	0
Stairways, decks, porches, and balconies are not structurally sound and incapable of supporting the imposed loads (304.10)	0
Chimneys and towers are not maintained structurally safe and sound and not protected from deterioration (304.11)	0
Rental Inspection Violations	
Handrails and guards are not firmly fastened and capable of supporting imposed loads. (304.12)	0
Window, skylight, and door frames are not weather tight, and/or glazing materials have cracks or holes. (304.13, 304.13.1)	0
Openable windows are not easily opened or not held in position by window hardware. (304.13.2)	0
Insect screens are not present on windows or self closing doors, where required, from May1 - Oct1 not less than 16 mesh per inch. (304.14)	0
Exterior doors are in bad condition and not tightly secured by locks. (304.15)	0
Basement hatchways are not secured to prevent entrance of rodents, rain, and surface drainage water. (304.16)	0
Openable basement window is not secured by rodent shields, storm windows, or other approved protection. (304.17)	0
Doors to rented/leased/let units do not have a deadbolt with a lock throw of not less than 1 inch. (304.18.1)	0
Operable windows within 6 feet above ground level of rented/leased/let unit are not equipped with a window sash locking device. (304.18.2)	0
Basement hatchways to rented/leased/let unit are not equipped with devices to secure the unit from unauthorized entry.	0
Interior surfaces are in unsanitary condition and are not clean. (305)	0
Interior railings are not present, or are of incorrect height, or are incapable of supporting loads. (306)	0
A habitable space lacks any openable windows. (402, 403)	0
Bathroom/toilet room lacks a ventilation system or openable window. (403)	0
Kitchens do not have a passage of at least 3 feet. (404)	0
Shower, bathtub, lavatory, and/or kitchen sink are unsanitary and not in working condition. (502)	0
Plumbing fixtures are improperly installed or not in working order. Has obstructions, leaks, and/or defects present. (504)	0
Kitchen sinks, laundry facilities, bathtubs, and showers do not run both hot and cold water. (505)	0
Heat supply is unavailable in habitable rooms, bathrooms, and toilet rooms. (602)	0
Combustible material clearances not around mechanical equipment. (603)	0
Electrical system contains visible hazards. (604)	0
Laundry areas lack at least one ground fault receptacle. (605)	0
Bathroom lacks at least one receptacle. (605)	0
Unobstructed path of travel from any point in the building to the public way is not present. (702)	0

Smoke alarms are not on the ceiling or wall outside/immediate vicinity of each sleeping area. (704)	0
Smoke alarms are not installed on each room used for sleeping purposes, attic, and basement. (704)	0
Unit lacks at least one carbon monoxide detector if applicable. (SGB Ord 3-2008)	0
Unit lacks at least one operable fire extinguisher. (2-A: 10-B:C) (SGB Ord 3-2008)	0
Quality of Life Violations	
Air Pollution Violation (157)	0
Animal Violation (168)	0
Property Maintenance Violation (288)	2
Rental Property Violation (314)	0
Solid Waste Violation (331)	0
Sidewalk Violation (344)	0
Miscellaneous Violations	
Domestic pet running at large upon public streets or highways or upon public property not owned by domestic pet owner (168.2)	1
Domestic pet causing annoyance or discomfort to or disturbs the peace of the citizens, residents, or other persons lawfully in the Borough by barking, crying or causing any other unseemly noise; or makes any loud or harsh noise or disturbance with such frequency as to interfere with or disturb the peace/quiet. Presumption of disturbance (not required) if domestic pet causes loud or harsh noise for more than 1/2 hour (168.3)	0
Domestic pet owner allowing the pet to defecate upon any street, sidewalk, park, public space, or private property of another and not immediately cleaning it up (168.5)	1
Domestic pet owner allowing pet excreta to accumulate on any private or public property, including property owned by the owner of the animal (168.5)	0
Building or other activities without the required building and/or zoning permits.	0
Miscellaneous	1

Borough of Spring Grove Code Enforcement Report

Property Address: 212 SENECA WAY, SPRING GROVE PA 17362

Property Owner: KLEIN RANDY A

Inspection Date: 10/19/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Post Office is reporting that there is not address posted on the front of the premises. Please see enclosed ordinance 304.3. Please put address on front of house preferable near the front door per the post office. Borough Code 304.3

Comments: Please put address on house near front door.

Summary/Additional Comments:

Date by which Violations must be corrected:

Letter Sent:

Photo(s) Taken:

Borough of Spring Grove Code Enforcement Report

Property Address: 87 S WATER ST, SPRING GROVE PA 17362

Property Owner: BREIGHNER JUSTIN

Inspection Date: 10/24/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Domestic pet running at large upon public streets or highways or upon public property not owned by domestic pet owner (168.2)

Comments: Neighbors have complained that you let your dog run loose, creating messes in neighborhood. Please refer to the ordinance 168-1, 2, and 5 enclosed. This is a fineable offense. Please keep your dogs on a leash and clean-up after them.

-Domestic pet owner allowing the pet to defecate upon any street, sidewalk, park, public space, or private property of another and not Immediately cleaning it up (168.5)

Summary/Additional Comments:

Date by which Violations must be corrected:

Letter Sent:

Photo(s) Taken:

Borough of Spring Grove Code Enforcement Report

Property Address: 160 HIGHLAND AVE, SPRING GROVE PA 17362

Property Owner: GLADFELTER ROY D

Inspection Date: 10/24/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Please call Republic Services at 800-210-9675 to remove the mattresses. The other loose rubbish must be bagged for Republic to take it. This is a fineable offense.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/22/2022

Letter Sent: Yes, Sent To both owner and occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 54 S WATER ST, SPRING GROVE PA 17362

Property Owner: TAPPEN SONYA M

Inspection Date: 10/28/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)

Comments: Neighbors are complaining that the grass and weeds are too long. This is the second letter sent to this issue.

-Property Maintenance Violation (288)

Comments: Grass and weeds > 5 inches

Summary/Additional Comments:

Date by which Violations must be corrected: 11/7/2022

Letter Sent: Yes, Sent To Property Owner

Quality of Life Ticket Issued? Yes, Sent To Property Occupant

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 109 W HOKE ST, SPRING GROVE PA 17362

Property Owner: EDWARDS LORI ANN

Inspection Date: 10/28/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Exterior areas of property and premises are not in clean, safe, and sanitary condition (302.1, 304.1)

Comments: Please dispose of garbage in a timely manner.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/26/2022

Letter Sent: Yes, Sent To Property Owner

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 47 S EAST ST, SPRING GROVE PA 17362

Property Owner: GIRARDI FRANK

Inspection Date: 10/31/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Premises and exterior property are not free from weeds or plant growth in excess of 5 inches (302.4)

Comments: You must trim the weeds and grass along your fence row. this is the FINAL warning before fines begin.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/7/2022

Letter Sent: Yes, Sent To Property Owner

Photo(s) Taken:



Borough of Spring Grove Code Enforcement Report

Property Address: 76 S WATER ST, SPRING GROVE PA 17362

Property Owner: Lisa Sargent c/o Beverly Diehl (owner)

Inspection Date: 10/31/2022

Inspection Type: Public Complaint

VIOLATIONS:

-Property Maintenance Violation (288)

Comments: Neighbors are complaining that this property is infested with cockroaches and they are spreading into the neighboring houses. This property must be properly exterminated by a licensed exterminator by November 15, 2022. This is a fineable offence.

Summary/Additional Comments:

Date by which Violations must be corrected: 11/29/2022

Letter Sent: Yes, Sent To Property Owner

Quality of Life Ticket Issued? Yes, Sent To Property Owner

6) Recreation

A. Spring Grove Regional Parks and Recreation Center Board Minutes – September & October 2022

SPRING GROVE REGIONAL PARKS & RECREATION REGULAR MEETING MINUTES September 27, 2022

A budget workshop was held from 5-6:30 PM. Mark Bortner called the meeting to order at 6:30 PM at SGRPRC.

SGRPRC MEMBERS PRESENT Emily Miller Chris Craver Mark Bortner Bev Hilt Becky Stauffer	ALSO PRESENT Kate King Sandy Kreiner
SGRPRC MEMBERS ABSENT Betty Stein Tara Osborne Larry Albright Kristina Morton Paradise Township– Vacant Seat	ZOOM ATTENDANCE none

Presentation and Approval of Minutes

Chris Craver made a motion to approve the August minutes. Becky Stauffer seconded the motion. There was no discussion. Motion passed unanimously.

Presentation of Financial Reports

August's financial reports were presented. Mark Bortner reported that all accounts balanced. Today, the operating account balance is \$169,427.68. The secondary account balance is \$683.27. Emily Miller made a motion to accept the August Financial report. Bev Hilt seconded the motion, and it passed unanimously.

Public Comment – none

Special Events

Pumpkin Trail – will be held October 14, 2022. A \$1500 sponsorship has been received from North Point in Jackson Township. Kate asked for help carving pumpkins, donations of candy, donations of raffle prizes, and volunteers to set up the event on 10/13 and 10/14.

Pumpkin Slime Run – is scheduled for 9 AM Saturday, October 15, 2022. Kate has received a \$1000 sponsorship from UPMC, as requested. The race will be a 3K. Kate asked for water and fruit donations.

Nutcracker Tea Party – is scheduled November 19 from 11 AM-1 PM at the SGRPRC. A sponsor is still needed for this event, but characters are booked. Volunteers are also needed for this event.

Santa & Tree Lighting – will be held December 1 from 5:30-8 PM at the Hoke House location. Kate is leading the organization of this event in the absence of SG's Borough Manager.

Winter Wonderland/Santa Event – will be held at Little Creek Park on December 3 from 11 AM-2 PM. There will be a Winter Fun Run and Santa will be there. Volunteers are needed for this event.

Director's Report

- Pavilion Rentals – current rental numbers were reviewed. There are currently no rentals at Spring Grove due to construction through October.
- Programs – The Fall Program Guide has been published.
- Childcare continues to have a long waiting list. There are no grant funding or Covid 19 updates. One new employee was hired, and the program is still looking to hire.
- YMCA Collaborative Project Update – The SGRPRC board discussed keeping our IGA with all participating municipalities with the solicitor over the phone. This avenue will be explored, and the solicitor will provide more information in the coming weeks. The board's goal is to preserve regional cooperation throughout the transition and into the future. The YMCA will meet with the current SGRPRC staff on 10/10/22 with a tentative start date of 1/1/23 as YMCA employees. The "back up" start date to transition SGRPRC employees to YMCA employees is the start of the 2nd quarter in March 2023.
- A draft of the 2023 budget was presented and discussed. Emily Miller made a motion to send the budget draft to all participating municipalities; Bev Hilt seconded the motion. Motion passed unanimously. Kate will travel to participating municipalities' meetings and present the budget for municipal approval.

PARK UPDATES

Farmers Field - Remains the most rented pavilion and popular ball fields.

SG Park – Under construction for the foreseeable future.

Jackson Twp/Little Creek Community Park – The golf course and park continue to be utilized. The community is asking for a playground for older children. The township intends to request grant funds for this purpose next year.

OLD BUSINESS– none

NEW BUSINESS –

Beginning in January, SGRPRC will advertise its meetings. The method of advertisement will be decided in December. Meeting minutes will be posted on the website ASAP.

Emily Miller made a motion to adjourn; Chris Craver seconded. Motion passed unanimously, and the meeting was adjourned at 7:05 PM.

The next meeting will be held Tuesday, October 25, 2022 at 5:30 PM at the SGRPRC.

Respectfully Submitted by,
Becky Stauffer

**SPRING GROVE REGIONAL PARKS & RECREATION
REGULAR MEETING MINUTES
October 25, 2022**

An executive session was held to discuss the YMCA merger with attorney David Jones prior to the official meeting.

<p>SGRPRC MEMBERS PRESENT Kate King Betty Stein Emily Miller Mark Bortner Bev Hilt Tara Osborne Larry Albright</p>	<p>ALSO PRESENT None</p>
<p>SGRPRC MEMBERS ABSENT Becky Stauffer Chris Craver Paradise Township– Vacant Seat</p>	<p>ZOOM ATTENDANCE Kristina Morton David Jones</p>

Presentation and Approval of Minutes

September minutes will be approved at the November meeting.

Presentation of Financial Reports

September's financial reports will be presented and approved at the November meeting.

Public Comment – None.

Director's Report

- Kate attended all three of the municipality meetings to discuss the budgets. Spring Grove has approved the budget.
- Spring Grove Borough has hired a new manager, Zach Golden.
- Kate discussed that she received two state grants and a county grant for the 6.7-acre green space in Spring Grove. SGRPRC will run this space once the transition of land is finalized, and it will be considered our 5th park.
- Kate discussed the flier for the capital campaign. On November 2nd there will be a kickoff campaign at the recreation center, driven by the YMCA, to begin raising funds for the Roth's Church Rd project. The event will be held from 4-6pm. The YMCA has asked Kate to recruit 2-3 board members to be a part of the campaign. They will be going over how this works and training members on how to go out and campaign for funds.
 - \$800,000 has already been raised, \$1.8 million more to go
 - Kate plans on reaching out to larger businesses like Church and Dwight, UPMC

- Pixelle has already made a financial commitment.
- Windy Hill is also recruiting members to go out as part of the capital campaign
- Larry Albright volunteered, Betty said she will come and listen to the training
- Emily suggested to send this out to regional partners, chamber of commerce
- There is potentially another workforce grant that Kate is going to look into and provide more information on at the next meeting
 - This grant would give \$1500 to be used for recruitment
 - Kate would potentially like to use this for a radio ad for hiring
 - These funds are specifically for recruitment and cannot be used for bonus's
- The next two meetings will be held on the third Tuesday of the month due to the holidays (November 15th and December 20th).

Official meeting was adjourned at 6:29 PM and a working meeting proceeded afterwards.

The next meeting will be held Tuesday, November 15th, 2022, at 5:30 PM.

Respectfully Submitted by,
Kristina Morton

**B. Spring Grove Regional Parks and Recreation Center Financial Report –
September & October 2022**

September

**Spring Grove Regional Parks & Recreation Center
Reconciliation Summary
111.000 · ACNB Operating Account, Period Ending 09/30/2022**

	<u>Sep 30, 22</u>
Beginning Balance	206,090.54
Cleared Transactions	
Checks and Payments - 194 items	-58,554.71
Deposits and Credits - 10 items	23,017.12
	<u>-35,537.59</u>
Cleared Balance	<u>170,552.95</u>
Uncleared Transactions	
Checks and Payments - 14 items	-8,719.47
Deposits and Credits - 1 item	2,899.00
	<u>-5,820.47</u>
Register Balance as of 09/30/2022	<u>164,732.48</u>
New Transactions	
Checks and Payments - 112 items	-44,464.72
Deposits and Credits - 11 items	57,311.43
	<u>12,846.71</u>
Ending Balance	<u>177,579.19</u>

October

**Spring Grove Regional Parks & Recreation Center
Reconciliation Summary
111.000 · ACNB Operating Account, Period Ending 10/31/2022**

	<u>Oct 31, 22</u>
Beginning Balance	170,552.95
Cleared Transactions	
Checks and Payments - 185 items	-50,526.66
Deposits and Credits - 12 items	53,994.43
	<u>3,467.77</u>
Cleared Balance	<u>174,020.72</u>
Uncleared Transactions	
Checks and Payments - 14 items	-5,095.10
Deposits and Credits - 1 item	2,899.00
	<u>-2,196.10</u>
Register Balance as of 10/31/2022	<u>171,824.62</u>
New Transactions	
Checks and Payments - 36 items	-12,986.88
Deposits and Credits - 2 items	7,926.50
	<u>-5,060.38</u>
Ending Balance	<u>166,764.24</u>

7) Committee Reports

D. New Business

New Business Agenda Item #1: Council to consider a proclamation recognizing Kennie's Markets for outstanding community support.

*Proclamation Recognizing Outstanding
Community Support
Kennie's Markets
Borough of Spring Grove*

WHEREAS Kennie's Markets has been the Premier event sponsor for Smoke in the Grove since and invested the resources which allowed this event to grow and develop into a valuable community asset, and

WHEREAS Kennie's Markets is recognized for their commitment to improving the lives of local businesses and residents, and

WHEREAS Kennie's Markets understands the value and importance of building relationships with government, business, and the local Spring Grove community, and

WHEREAS the Borough of Spring Grove's Council and staff appreciates and respects Kennie's Markets and their staff for their commitment and contribution to Smoke in the Grove and to the Borough of Spring Grove.

THEREFORE, let us honor and thank Kennie's Markets and their staff whom have shared their financial resources, time, energy, knowledge, and abilities by proclaiming Kennie's Markets of Spring Grove and their staff as decorated individuals.

GIVEN this day in the Borough of Spring Grove, in the County of York, in the Commonwealth of Pennsylvania, this 21st day of November 2022.

*Beverly R Hilt
Mayor*

*Rebecca J Stauffer
Council President*

New Business Agenda Item #2: Review of parking ordinance.

Presentation at meeting by Council President Stauffer.

New Business Agenda Item #3: Council to consider authorization to advertise 2023 budget for public inspection.

Presentation at meeting by staff.

New Business Agenda Item #4: Council to consider approval of holiday bonus for Borough staff.

Presentation at meeting by staff.

- \$1,700.00 was allocated in the 2022 budget for staff holiday bonuses.
- Borough Manager recommendation:
 - 5x fulltime employees (not including Borough Manager) - \$300 each.
 - 2x parttime employees - \$100 each.

New Business Agenda Item #5: Council to consider approval of Resolution 11-2022. The Resolution will authorize the temporary creation of a Planning Commission Committee until the Planning Commission vacancies are filled.

**SPRING GROVE BOROUGH
YORK COUNTY, PENNSYLVANIA**

RESOLUTION 11 - 2022

**A RESOLUTION OF THE BOROUGH OF SPRING GROVE, YORK COUNTY,
APPOINTING MEMBERS OF THE BOROUGH COUNCIL TO A PLANNING
COMMITTEE IN ACCORDANCE WITH SECTION 201 OF THE
PENNSYLVANIA MUNICIPALITIES PLANNING CODE**

WHEREAS, the Borough of Spring Grove (the “Borough”) has by prior Ordinance appointed five (5) members to the Borough Planning Commission (the “Commission”) in accordance with the Pennsylvania Municipalities Planning Act, 53 Pa. C.S. § 201; and

WHEREAS, due to an inability to identify residents willing to serve on the Commission, there are presently no members of the Commission; and

WHEREAS, the Borough Council has determined it is in the best interests of the Borough Council and the Borough residents and taxpayers to establish a temporary planning committee, comprised of members appointed from the Borough Council, to exercise the powers and duties conferred by the Pennsylvania Municipalities Planning Code (the “MPC”).

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Borough Council of Spring Grove Borough that a planning committee is hereby established for the purposes of exercising the powers and duties conferred upon a planning agency in the MPC, consisting of the following three (3) Borough Council members:

- 1)
- 2)
- 3)

BE IT FURTHER RESOLVED that any and all applications filed with the Borough regarding its Subdivision and Land Development Ordinances, Zoning Ordinance, or determinations or interpretations of the Borough’s Zoning Ordinance by the Borough’s Zoning Officer shall be heard by the above-referenced planning committee instead of the Spring Grove Borough Planning Commission.

BE IT FURTHER RESOLVED BE IT FURTHER RESOLVED that the planning committee referenced herein shall exercise the above-referenced powers and duties referenced above until the Spring Grove Borough Planning Commission obtains the required number of members to form a quorum for the conducting of business.

All resolutions or parts of resolutions inconsistent with this Resolution are hereby repealed insofar, but only insofar, as the same are inconsistent herewith.

DULY ADOPTED, RESOLVED, AND ENACTED this 21st day of November 2022, by the Borough Council of the Borough of Spring Grove, Pennsylvania, in lawful session duly assembled.

**Borough Council of the Borough of
Spring Grove, Pennsylvania**

ATTEST:

Zachary Gulden, Borough Secretary

By: _____
Rebecca J. Stauffer,
Council President

E. Old Business

Old Business Agenda Item #1: Council to consider contract with Karla Schweitzer Farrell & Associates for professional services for Main Street's "Pocket Park" in the amount of \$2,625.

Presentation at meeting by staff.



Karla Schweitzer Farrell & Associates LLC
7172256875

911 Smith Drive
York, Pennsylvania
17408
United States

Prepared For
Scott Miller
Spring Grove Borough
1 Campus Ave
Spring Grove, PA
17362

Proposal Date
11/06/2022

Proposal Number
106

Reference
Spring Grove 65 S. Main
St. Site Plan Revised

Overview

Spring Grove Borough would like to develop a "Pocket Park" at 65 S. Main St. The site is approximately 27 feet wide and 40 feet in depth, and situated between the 19' wide S. Main Street sidewalk; the Fire Department structure to the south; a fire department parking lot to the east; and a residence to the north. The location and previous lot use provides opportunity for the Borough to obtain MS-4 credits in developing the space as a park. The York County Rail Trail has recently purchased the adjacent York Rail right of way and is planning a bike trail. A small park could function as a community meeting place for friends to meet and use the trail together. The pocket park should celebrate Spring Grove's history and provide open green space where the community can safely gather outdoors. The use and design of the park should respect the privacy of the adjacent neighbors, The park will be designed to be low maintenance to minimize the cost of operation, and meet ADA guidelines for access.

Scope of Work

GENERATE A CONCEPT PLAN based on the ideas provided that meet the goals and objectives of the community for this pocket park. The plan will be generated in color, and depict the proposed site amenities, plantings, materials, and access. A short narrative will be included to explain the design concept and any potential for MS4 credits.

MEET WITH STEERING COMMITTEE consisting of 4-6 persons, including staff and active community citizens as identified by the Borough for input and review to ensure public desires and needs are being met. Collaborate on a list of passive recreation activities, requirements, and prioritize those activities.

GENERATE A OPINION OF PROBABLE COST to allow the Borough to plan for development of the concept plan. Identify amenity costs by unit price/amenity.

Pricing

Description	Rate	Qty	Line Total
Base Map Preparation	\$125.00	4	\$500.00
Steering Committee coordination	\$125.00	3	\$375.00
Concept Plan	\$125.00	10	\$1,250.00
Cost Estimate	\$125.00	4	\$500.00
		Subtotal	2,625.00
		Tax	0.00
		Proposal Total (USD)	\$2,625.00

Notes

If the proposal is acceptable, see attached Agreement for signature

Old Business Agenda Item #2: Council to consider dedication of parcel to the Borough by V. Rimel.

Presentation at meeting by staff.



Old Business Agenda Item #3: Eagle Scout Response.

F. Correspondence and Other Business

None